



Department of
Workforce Services

Salt Lake Job-Readiness April Workshops

➤ DWS - Metro Office

720 S. 200 E., Salt Lake City

Workshops are offered to YOU at **NO COST!**

Arrive 10 minutes early; Latecomers will need to reschedule.

Budgeting

5th 1 – 3:30 p.m.

Dollars & Sense

(refer to S.Cnty flyer)

Skills ID

2nd 1 – 3:30 p.m.

23rd 1 – 3:30 p.m.

Resume Writing

3rd 9 – 11:30 a.m.

4th 1 – 3:30 p.m.

5th 9 – 11:30 a.m.

17th 1 – 3:30 p.m.

18th 9 – 11:30 a.m.

19th 1 – 3:30 p.m.

24th 9 – 11:30 a.m.

26th 9 – 11:30 a.m.

Resume Lab *(pre-requisite)

6th 9 – 11:30 a.m.

20th 9 – 11:30 a.m.

Interviewing

3rd 1 – 3:30 p.m.

4th 9 – 11:30 a.m.

5th 1 – 3:30 p.m.

17th 9 – 11:30 a.m.

19th 9 – 11:30 a.m.

24th 1 – 3:30 p.m.

25th 9 – 11:30 a.m.

26th 1 – 3:30 p.m.

Interview Lab *(pre-requisite)

13th 9 – 11:30 a.m.

27th 9 – 11:30 a.m.

Job Searching With Technology

2nd 9 – 11:30 a.m.

23rd 9 – 11:30 a.m.

Networking

16th 9 – 11:30 a.m.

30th 9 – 11:30 a.m.

Personal Branding For/Success

16th 1 – 3:30 p.m.

30th 1 – 3:30 p.m.

Employment Success Strategies

(refer to S.Cnty flyer)



Purpose: To provide quality workshops, presented by trained professionals, which provide up-to-date job seeking techniques that will prepare you to compete in a competitive job market.

Budgeting & Rebuilding Your Finances:

*Presented by: **Mtn America Credit Union**. Learn basic budgeting and managing your finances. Topics include: budgeting, repaying debt, building credit and saving.*

Dollars & Sense (4-day workshop):

*Ideal for individuals receiving public assistance. Create a 90-day budget plan and learn resource management strategies (**MUST attend ALL four days**).*

Skills Identification: (* **Prerequisite: a jobs.utah.gov registration**)

Use online assessment tools to discover your transferrable skills & interests that can be used in all aspects of career management

Resume Writing: Learn modern methods of developing an effective resume that will get you the interview!

- **Resume Lab (2.5/hr):** *Prerequisite – must have taken Resume Writing workshop. (1st come/ 1st serve basis - refer to dates).

Interviewing Skills: Strategize ways to gain an EDGE in the interview process.

Learn strategies to confidently complete an interview.

- **Interview Lab (2.5/hr):** *Prerequisite – must have taken Interview workshop. (1st come/ 1st serve basis - refer to dates).

Job Searching With Technology: (Prerequisite: **Computer skills AND an active jobs.utah.gov registration**). Learn advanced job search techniques. Find the best commercial job sites, publish resumes online, and research companies.

Networking Strategies: Tap into your “circle of influence.” Learn how to design/implement a networking plan.

Personal Branding For Professional Success: Learn how to market effectively to employers through image management. Complete career-fit assessments, develop marketing messages and understand the benefits of role models.

Employment Success Strategies (4-day workshop):

*Increase your communication, organizational and problem-solving skills for successful employment (**MUST attend ALL four days**).*

Register TODAY!

Call: 1-801-468-0132 or

Email: workshop@utah.gov or

Register online: jobs.utah.gov

Please provide:
your name, phone #,
workshop title and date